

North Carolina Cost Share Programs Review Summary  
(March 2018)

County	<u>Scotland</u>	Date of Previous Review/Report	<u></u>
District Staff Name(s)	<u>Amy Miller</u>	Date	<u>3/6/2018</u>
NRCS Staff Name(s)	<u>Darryl Harrington</u>		
Division Representative(s)	<u>Lisa Fine, Louise Hart</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Meetings are every second Thursday of the month unless they can't make it then it's swapped in the same week with at least 48-hours notice.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Notice is posted on door to building and it's put on the County Commission schedule online. Posts the whole list for the year at one time. Yes, it adheres to the Open Meetings Law.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	Most applicants come in or call on the phone and Amy schedules an appt to go look. Conservation plans are created after a resource concern is determined to exist.		X			
Does the district provide technical assistance without cost share funds?				X	Occasionally go look at requests regarding drainage. Amy does some of this but sends ATAC person usually.		X			
What type of technical assistance is provided without cost share funds?				X	Determinations of what is needed to repair the issues. Ditches and drainage issues mainly.		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes, the applications are reviewed and approved as separate action items.		X			
Are application motions/decisions recorded in the board minutes?				X	Yes, the motions and decisions are recorded in the minutes.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?  Is your district using the self-certification for incentives form provided by the division?				X	Amy uses a spreadsheet and has her files to look back on to make sure.  Amy was not aware of the self-certification form but I explained the form and where the form was located.		X			


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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Amy knows the farmers and also uses FSA and her spreadsheets to check this.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	Amy ranks applications and takes those to the board then she develops the contract and usually takes that to the board at a later meeting.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Amy gives them the maintenance period, that work can't begin until division approves the contract.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor abstains from voting and no points are given or taken away for them being a supervisor. They are ranked along with other applicants.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?		X			In one instance the supervisor wasn't present when voting occurred and in a second instance the supervisor was present when voting occurred. He did not make a motion. However, there was no evidence he abstained from voting. <b>Recommendation:</b> I notified Amy that it should be recorded in the minutes that the supervisor abstained from voting on his/her own contract.	X		The board will make sure that is stated in the minutes that any of the supervisors that have an application or contract abstained from voting on his/her application and contract.	June 14, 2018	Plan of Action accepted.


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Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	It depends on the type of contract and the situation as to how much detail they go into or if the board asks questions. They do not project CS2.		X			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes, contracts are reviewed and approved as separate action items.		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes, motions and decisions are recorded in the minutes.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Amy sends a letter to let the applicant know that work can begin.		X			
What information do you provide the applicant?				X	A copy of the contract forms, job sheets, and maps are given to the cooperator.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Staff are on site for larger projects like drystacks or farmers will call when they begin to plant grass and staff goes out to check on status.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?	X				Amy has the 1/3 date on her spreadsheet to track the date. The district is <b>commended</b> for tracking this date as it is important for managing funds throughout the year.		X			
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Amy has not had to do an extension like this but she is aware of the procedure.		X			


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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	Amy records in the 6 notes when she checks BMPs.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, BMPs are measured before the RFP in completed. It is documented in the 6 notes.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, the receipts are in the contract files.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes, RFPs are reviewed and approved as separate action items.		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes, motions and decisions are recorded in the minutes.		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes, the waste contracts are now spot checked every year for the first 5 years.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	Amy lets Darryl know that she has a contract that needs to be spot-checked.		X			


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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation."  How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Amy calls the cooperator and also sends a letter to them to notify them of the issues.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The board is notified during official board meetings and they are discussed then.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, Amy sends this notice to the farmer. Yes, a copy of the letter is in the contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes, the money was repaid for 83-2015-003.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, the district sent in the refund information.		X			
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										


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Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Amy does not use CS2 for her board meetings but she does take her spreadsheets in to meetings to show them.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	N/A		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The county gets the deposits and the district does not track the funds. They are audited as part of the total county audit. Last audit date is June 30, 2017. Outside CPA firm does the audit.		X			
Who in the office does work for Cost Share Programs?				X	Amy Miller, Darryl Harrington		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Amy has a spreadsheet to track matching funds. The county tracks when the funds come in but they are not audited. See above.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes, I reviewed the JAA for Amy Miller.		X			


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<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 83-2009-030 Applicant Name: James Blackwell BMP: pasture renovation  				X	No concerns with contract file.  No concerns with BMP. No animals on site.		X			

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Contract Number: 83-2009-042 Applicant Name: James Blackwell BMP: pasture renovation				X	No concerns with contract file. No concerns with BMP.		X			
Contract Number: 83-2010-001 Applicant Name: Thong Lee BMP: drystack  				X	No concerns with contract file. No concerns with BMP.		X			

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<p>Contract Number: 83-2011-003 Applicant Name: David M. Hunt BMP: cropland conversion to grass</p> 				X	<p>Several items missing from contract file – no job sheets, benchmark measures of effects or conservation plan were found.</p> <p>No issues with BMP.</p> <p>This contract was originally reported as having a corrective action. That was found to be an error of the field number and was removed from the report.</p>		X			

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<p>Contract Number: 83-2012-001 Applicant Name: T.G. Gibson, III BMP: drystack</p> 				X	<p>No concerns with contract file.</p> <p>No concerns with BMP.</p>		X			

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Contract Number: 83-2014-001 Applicant Name: Jennifer Ann Bruner BMP: cropland conversion to grass  				X	Contract file was not found. Information was printed from CS2.  No concerns with BMP.		X			

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<div>Contract Number: 83-2016-002 Applicant Name: Carmichael Enterprises BMP: closure of waste impoundment</div> <div></div>				X	No concerns with contract file. No concerns with BMP.		X			